

(2)

DCI/IC-76-1318  
28 April 1976

MEMORANDUM FOR: Deputy to the DCI for the Intelligence Community  
FROM :  STATINTL  
Acting AD/DCI/IC  
SUBJECT : Staff Support for the CFI

1. In response to the requirement that the IC Staff "study the issues suggested by Mr. Ellsworth and report back on a plan to deal with them" (CFI minutes of 19 March session), the procedures outlined in this memorandum are proposed to guide the ICS from issue identification through data gathering presentation, guidance or decision, and implementation. The proposed procedure has the concurrence of the ICS office chiefs and is presented for your approval or comment.

2. The procedure has two basic features:

a. Designation of Issues. Mr. Ellsworth recommended at the 19 March CFI session, that there should be "Concentration of CFI attention on broad cross-departmental policy issues." He also listed a number of examples and provided outlines for each. It does seem that there should be some threshold of interest or importance to separate those items which are presented to the CFI for information or summary decision/guidance from those which will require substantial staff support, and on which the CFI accepts responsibility for taking action. This device will undoubtedly lead to discussion of CFI jurisdiction when proposals for designation of various issues are made by one of the principals, but the assumption is that the jurisdiction question should be settled early on.

b. Keeping Book on the Issues. A rather formalized set of procedures should be established within the ICS to document issue definition, CFI guidance, factual background, relevant events in other forums that may be occurring, decisions and implementation. The purpose is twofold:

(1) To provide an institutional memory that is authoritative.

(2) To ensure that staff action relates to that portion of a subject or problem on which the CFI has committed itself to take action. The CFI mandate is so broad that anything and everything concerning an issue, any issue, could be considered of interest. Absent some administrative device to impose discipline on the process CFI concentration on "broad cross-departmental policy issues" will be hard to maintain.

3. I propose that the following operating policies be recommended for CFI adoption:

a. Designation of Issues. A policy or resource matter may be designated a CFI issue by the CFI. Upon such action the D/DCI/IC will prepare an initial Fact Sheet for approval at the next CFI meeting. CFI issues may be deactivated by completed action or by CFI reassignment of responsibility for the issue.

b. Staff Support on CFI Issues. Upon designation of a CFI issue, the D/DCI/IC will prepare a Fact Sheet in the following form:

ISSUE: Definition of the issue in the context of the CFI.

BACKGROUND: A brief description of the relevant facts and variables, including relationships with other issues and a delineation of any existing guidance or interest by other policymaking groups.

UNCERTAINTIES: Those which will be significant to CFI-level decisions; when appropriate, include range of uncertainty, probability of reducing the uncertainty, value, cost, etc.

DECISIONS REQUIRED: Content, timing and level of detail of decisions required from CFI; implications of delaying decision.

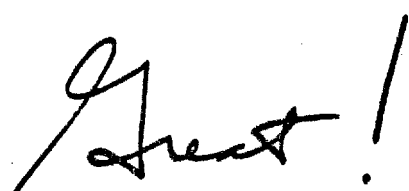
ACTION RECOMMENDED BY D/DCI/IC: To include assignment of responsibility and deadlines for completion.

This Fact Sheet will be presented at the CFI meeting following the one at which the issue was designated, or as soon thereafter as feasible. Once accepted by the CFI, this Fact Sheet will be maintained and updated by the D/DCI/IC until action is complete or the designation as a CFI issue is dropped.

4. Within the IC Staff I recommend that the CFI Executive Secretary maintain a suspense system on active Fact Sheets, and control assignment of primary, and collateral action responsibilities.

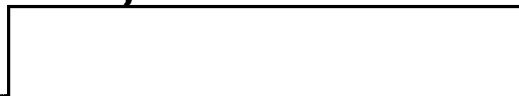
5. Your approval is requested.

APPROVED:



STATINTL

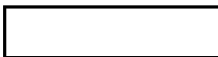
STATINTL



Deputy to the DCI for the  
Intelligence Community

5 May 74  
Date

Distribution:

Orig. - Adsee. (Return to 

1 - D/DCI/IC Chrono

1 - ES/ICS Chrono

1 - IC Registry

STATINTL

STATINTL

A/AD/DCI/IC/



(28 April 1976)